

GOVERNOR'S OFFICE OF CRIMINAL JUSTICE PLANNING

1130 K STREET, SUITE 300
SACRAMENTO, CA 95814
(916) 324-9100



APPLICATION COVER SHEET

RFA PROCESS

**JUVENILE ACCOUNTABILITY INCENTIVE BLOCK GRANT
JAIBG 2003**

Juvenile Justice and Delinquency Prevention Branch

Submitted by:

County of San Bernardino Law & Justice Group
316 North Mt. View
San Bernardino, CA 92415-0004
(909) 387-6765

**GOVERNOR'S OFFICE OF CRIMINAL JUSTICE PLANNING (OCJP A301)
GRANT AWARD FACE SHEET**

The Governor's Office of Criminal Justice Planning, hereafter designated OCJP, hereby makes a grant award of funds to the following **Administrative Agency (1) County of San Bernardino** hereafter designated Grantee, in the amount and for the purpose and duration set forth in this grant award. **(2) Implementing Agency Name Law & Justice Group** Contact Sue Morales Address 316 North Mt. View, San Bernardino, CA 92404
E-mail address smorales@lnj.sbcounty.gov **Telephone (909) 387-6765**

(3) Project Title (60 characters maximum) San Bernardino County Juvenile Accountability Project V	(6) Award No.
(4) Project Director (Name, Title, Address, Telephone) (four lines maximum) Sue Morales, Law & Justice Analyst 316 North Mt. View San Bernardino, CA 92415-0008	(7) Grant Period June 30, 2003 – June 29, 2004 (7) Federal Amount \$471,616 (9) State Amount N/A
(5) Financial Officer (Name, Title, Address, Telephone) (four lines maximum) JoAnn Wilson, Supervisor of Admin. Services 175 West Fifth Street San Bernardino, CA 92415-0460 (909) 387-9631	(10) Cash Match \$ 52,401 (11) In-Kind Match (12) Total Project Cost \$524,017

This grant award consists of this title page, the proposal for the grant, which is attached and made a part hereof, and the Assurance of Compliance forms which are being submitted. I hereby certify that: (1) I am vested with authority to, and have the approval of the City/County Financial Officer, City Manager, or Governing Board Chair, enter into this grant award agreement; and (2) all funds received pursuant to this agreement will be spent exclusively on the purposes specified. The grant recipient signifies acceptance of this grant award and agrees to administer the grant project in accordance with the statute(s), the Program Guidelines, the OCJP Grantee Handbook, and the OCJP audit requirements, as stated in this Request for Proposal (RFP) or Request for Application (RFA). The grant recipient further agrees to all legal conditions and terms incorporated by reference in this RFP or RFA.

<p style="text-align: center;"><u>FOR OCJP USE ONLY</u></p> <p>Item:</p> <p>Chapter:</p> <p>PCA No.:</p> <p>Components No.:</p> <p>Project No.:</p> <p>Amount:</p> <p>Split Fund:</p> <p>Split Encumber:</p> <p>Year:</p> <p>Fed. Cat. #:</p> <p>Match Requirement:</p> <p>Fund:</p> <p>Program:</p> <p>Region:</p>	<p>(13) Official Authorized to Sign for Applicant/Grant Recipient</p> <p>_____ Name: JAMES B. HACKLEMAN Title: ASSISTANT DISTRICT ATTORNEY CHAIRMAN, LAW & JUSTICE GROUP Address: 316 North Mt. View, San Bernardino, CA 92415-0004 Telephone: (909) 387-6610 Date:</p> <p>I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.</p> <p>_____ Fiscal Officer, OCJP Date</p> <p>_____ Executive Director, OCJP Date</p>
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PROJECT SERVICE AREA INFORMATION

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the principal office of the project is located.

County of San Bernardino

2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the principal office of the project is located.

40th, 41st, and 42nd

3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the principal office of the project is located.

34th, 61st, 62nd, 63rd, and 65th

4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) which the project serves. Put an asterisk for the district where the principal office of the project is located.

17th, 31st, and 32nd

5. POPULATION OF SERVICE AREA: Enter the total population of the service area served by the project.

Estimated to be 1.7 million persons as extrapolated from the most current published population data from the California Department of Finance, which estimated a population of 1,689,000 persons residing within the County during 2000 and further estimates population gains consistently above 20,000 per annum for the County of San Bernardino.

PROJECT CONTACT INFORMATION

Applicant: County of San Bernardino

Implementing Agency (if applicable): Law & Justice Group

Project Title: San Bernardino County Juvenile Accountability Project V

Grant Number (to be added by OCJP): _____

Provide the name, title, address, telephone number, and e-mail address for the project contact persons named below. **If a section does not apply to your project, enter "N/A."**

1. The person having day-to-day responsibility for the project:

Name: Raymond B. Wingerd
Title: Chief Probation Officer
Address: 175 West Fifth Street, San Bernardino, CA 92415-0460
Telephone Number: (909) 387-5693 Fax Number: (909) 387-5600
E-Mail Address: rwingerd@prob.sbcounty.gov

2. The person to whom the person listed in #1 is accountable:

Name: The Honorable A. Rex Victor
Title: Juvenile Court Presiding Judge
Address: 900 East Gilbert Street, San Bernardino, CA 92415-0942
Telephone Number: (909) 387-7541 Fax Number: (909) 387-7625
E-Mail Address: rvictor@courts.sbcounty.gov

3. The executive director of a nonprofit organization or the chief executive officer (e.g., chief of police, superintendent of schools) of the implementing agency:

Name: James B. Hackleman
Title: Assistant District Attorney
Chairman, Law & Justice Group
Address: 316 N. Mt. View Avenue, San Bernardino, CA 92415-0004
Telephone Number: (909) 387-6610 Fax Number: (909) 387-6313
E-Mail Address: jhackleman@da.sbcounty.gov

4. The chair of the governing body of the implementing agency: (Provide address and telephone number other than that of the implementing agency.)

Name: Dennis Hansberger
Title: Chairman of the Board of Supervisors
Address: 385 North Arrowhead Avenue, San Bernardino, CA 92415-0110
Telephone Number: (909) 387-4855 Fax Number: (909) 387-3018
E-Mail Address: dhansberger@bos.sbcounty.gov

5. The person responsible for the project from the applicant agency, if different than #1:

Name: Sue Morales
Title: Law & Justice Analyst
Address: 316 North Mt. View, San Bernardino, CA 92415-0004
Telephone Number: (909) 387-6765 Fax Number: (909) 387-6313
E-Mail Address: smorales@lnj.sbcounty.gov

CERTIFICATION OF ASSURANCE OF COMPLIANCE

I, James B. Hackleman, hereby certify that:
(official authorized to sign grant award; same person as line 13 on Grant Award Face Sheet)

GRANTEE: County of San Bernardino

IMPLEMENTING AGENCY: Law & Justice Group

PROJECT TITLE: San Bernardino County Juvenile Accountability Project V

Is responsible for reviewing the OCJP Grantee Handbook and adhering to all of the Grant Award Agreement requirements (state and/or federal) as directed by the Office of Criminal Justice Planning including, but not limited to, the following areas:

I. Equal Employment Opportunity – (*Grantee Handbook Section 2151*)

It is the public policy of the State of California to promote equal employment opportunity by prohibiting discrimination or harassment in employment because of Race, Religious Creed, Color, National Origin, Ancestry, Disability (mental and physical) including HIV and AIDS, Medical Condition (cancer and genetic characteristics, Marital Status, Sex, Sexual Orientation, Denial of Family Medical Care Leave, Denial of Pregnancy Disability Leave, or Age (over 40).

Please provide the following information:

A.A. Officer: Craig Hendrickson

Title: Equal Employment Opportunity Supervisor

Address: 157 West Fifth Street, San Bernardino, CA 92415-0440

Phone: (909) 387-5584

Email: chendrickson@bor.sbcounty.gov

II. Drug-Free Workplace Act of 1990 - (*Grantee Handbook Section 2152*)

The State of California requires that every person or organization awarded a grant or contract shall certify it will provide a drug free workplace.

III. California Environmental Quality Act (CEQA) - (*Grantee Handbook Section 2153*)

The State of California requires all OCJP funded projects to obtain written certification that the project is not impacting the environment negatively.

IV. Lobbying - (*Grantee Handbook Section 2154*)

OCJP grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

V. Debarment and Suspension – (*Grantee Handbook Section 2155*)

(This applies to federally funded grants only)

OCJP funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

VI. Proof of Authority from City Council/Governing Board

The above named organization (applicant) accepts responsibility for and will comply with the requirement to obtain written authorization from the city council/governing board in support of this program. The Applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of OCJP, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Grant Award Agreement, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and OCJP disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from OCJP shall not be used to supplant expenditures controlled by the city council/governing board.

The Applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The Applicant is also required to maintain said written authorization on file and readily available upon demand.

All appropriate documentation must be maintained on file by the project and available for OCJP or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the grantee may be ineligible for award of any future grants if the Office of Criminal Justice Planning (OCJP) determines that any of the following has occurred: (1) the grantee has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION

I, the official named below, am the same individual authorized to sign the Grant Award Agreement [line 13 on Grant Award Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: _____

Authorized Official's Typed Name: James B. Hackleman

Authorized Official's Title: Assistant District Attorney and Chairman of the Law & Justice Group

Date Executed: _____

Federal ID Number: 95-6002748

Executed in the City/County of: San Bernardino

AUTHORIZED BY:

- ☐ City/County Financial Officer
- ☐ City Manager/County Administrator
- ☒ Governing Board Chair

Signature: _____

Typed Name: Dennis Hansberger

Title: Chairman of the Board of Supervisors

WAIVER OF DIRECT SUBGRANT AWARD FROM UNIT OF LOCAL GOVERNMENT

I, _____, the
(Name / Title)
legally authorized administrative officer (City Manager/Administrator or County Administrator)
of _____,
(Name of waiving unit of local government)
authorize the State of California, Office of Criminal Justice Planning, to transfer award funds
allocated under the Juvenile Accountability Incentive Block Grant (JAIBG) 2003, in the amount
of \$ _____, to _____.
(see Program Guidelines, Appendix A) (Name of receiving unit of local government)

Authorized Official's Signature _____

Authorized Official's Typed Name _____

Authorized Official's Typed Title _____

Date Executed _____

Waiving Unit of Local Government Official Seal or Notary Stamp is required below:

COORDINATED ENFORCEMENT PLAN (CEP) SUMMARY

1. Year: JAIBG 2003	2. Project Title: San Bernardino County Juvenile Accountability Project V	3. Grant Period: June 30, 2003 to June 29, 2004	4. Federal Funds: \$471,616 Match Funds: \$ 52,401 Total Project Cost: \$524,017
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5. Applicant Unit of Local Government

Name: San Bernardino County
Address: 316 North Mt. View
San Bernardino, CA 92415-0004

Phone: (909) 387-6765 **Fax:** (909) 387-6313

E-mail: jhackleman@da.sbcounty.gov

6. Implementing Department/Agency

Name: Law & Justice Group
Address: 316 North Mt. View
San Bernardino, CA 92415-0004

Phone: (909) 387-6765 **Fax:** (909) 387-6313

E-mail: smorales@lnj.sbcounty.gov

7. Problem Statement:

The San Bernardino County Juvenile Accountability Project was designed and implemented to attack the problems of youth violence, drugs, and gangs within our schools. Many children living within the County are at a high risk in becoming involved in criminal activity. It is believed that San Bernardino County has the highest number of illicit Methamphetamine labs in the Nation. One in six children here are born to drug abusing mothers. Placing Probation Officers on school campuses provides an opportunity to respond quickly and appropriately to juvenile justice problems on school campuses, increasing youth accountability.

8. Project Budget: Administrative Costs (if any): \$

Personnel Services:	Operating Expenses:	Equipment:	Total Project Cost:
\$491,257	\$ 32,760	\$	\$ 524,017

9. Projected Number of Juveniles to be Served

Directly Served: 12,500	Indirectly Served: 1,500	Total Served: 14,000
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10. Waiver of Minimum Percent Allocation Requirements (Check One):

- ☒ The JCEC/RJCEC does not request a waiver of minimum allocation requirements.
- ☐ The JCEC/RJCEC has determined that the interests of public safety and juvenile crime control will be better served by expending funds other than the 45 percent and 35 percent minimums in specified program areas (See CEP Narrative for justification).

11. Program Description

- a) **Program Purpose Area (Number & Title):** #2 Administering Accountability Based Sanctions
Funds Allocated: \$
% of (Total Project Cost – Admin Costs):

Program Activities: Probation officers on campus work as a team with local school administrators, faculty, law enforcement, and the juvenile court to increase the accountability of juvenile offenders. The probation officers receive direct referrals from the school regarding juvenile offenders and provide direct guidance to these offenders to teach accountability.

- b) **Program Purpose Area (Number & Title):** #3 Hiring Juvenile Judges/Probation Officers
Funds Allocated: \$
% of (Total Project Cost – Admin Costs):

Program Activities: This program continues the placement of probation officers on school campuses and continues the funding of a juvenile hearing officer to increase accountability of student offenders.

COORDINATED ENFORCEMENT PLAN (CEP) SUMMARY (Continued)

11. Program Description (Continued)

- c) **Program Purpose Area (Number & Title):** #7 Increasing effectiveness and efficiencies of courts and probation officers in holding juvenile offenders accountable.
Funds Allocated: \$
% of (Total Project Cost – Admin Costs):

Program Activities: This program maintains close coordination among probation officers on campus, the juvenile court, school administrators and teachers, to insure juvenile offenders are held responsible for their actions and referred to the appropriate resources for assistance in overcoming negative influences upon their behaviors.

- d) **Program Purpose Area (Number & Title):** #11 Maintaining accountability based programs to work with youthful offenders referred by law enforcement or in
Funds Allocated: \$
% of (Total Project Cost – Admin Costs): close cooperation with the enforcement program

Program Activities: The Sheriff's CleanSWEEP Program teaches school administrators and faculty to write citations for offenses under Welfare and Institutions Code § 256-257. Close coordination among the schools, the probation department, law enforcement, and the juvenile hearing officer maintains the accountability of juvenile offenders.

12. Official Responsible for Project

Signature: _____

Date: _____

Typed Name: James B. Hackleman

Title: Assistant District Attorney and
Chairman of the Law & Justice Group

THE PROJECT NARRATIVE – COORDINATED ENFORCEMENT PLAN (CEP)

PROBLEM STATEMENT

The San Bernardino County Juvenile Accountability Project was designed and implemented to attack the problems of youth violence, drugs, and gangs within our schools. Many children within the county are at high risk in becoming involved in criminal activity. San Bernardino County is believed to be the county with the highest number of illicit methamphetamine labs in the nation. One of six children here is born to drug abusing mothers. By placing probations officers on school campuses we can respond quickly and appropriately to juvenile justice problems on our campuses, increasing youth accountability.

BACKGROUND

The following negative impacts for children exists within San Bernardino County:

- 1 out of 6 children are born to drug using mothers.
- 1 out of 10 children are at risk for child abuse and/or neglect.
- 1 out of 6 children reside in a home, which is supported through the social welfare system.
- San Bernardino County is believed to have more methamphetamine laboratories per capita than any other county in the United States.

These impacts make it likely that many children will not receive the nurturing and guidance necessary to become responsible adults. Therefore, to promote responsibility (i.e. accountability of our youthful offenders), the San Bernardino County Juvenile Accountability Project places seven probation officers on school campuses empowering them to make decisions regarding informal and formal probation status for students not complying with school regulations. The program works collaboratively with the Sheriff's CleanSWEEP Citation Program and funds a juvenile court hearing officer to hear the high volume of juvenile citations generated. Due to the success of first four JAIBG rounds, these programs will continue for a fifth year.

Probation officers on campus in the initial JAIBG counseled approximately 1,000 juvenile offenders per month. In the fourth and most recent round of JAIBG funding, PO's counseled an average of 735 juveniles per month. Over 1,100 of these offenders were further referred to do community service and/or attend a counseling program like anger management, drug and alcohol, petty theft, or family counseling. Without the continued additional monetary resources of JAIBG, another 12,000 youth are unlikely to benefit from the attention provided by probation officers on campus. We view this program as being extremely beneficial in teaching our youth to be accountable.

Target Group: This program will focus on those offenders, age 17 or younger, with the presence of a multi-problem profile.

School Behavior/Performance: This problem consists of three individual identifiers:

- Behavior problems including recent suspensions
- Poor grades as indicated by failing one or more classes
- Attendance problems, truancy or a pattern of skipping school for certain classes or at certain times of the day.

Family Problems:

- Poor parental supervision and control, parents do not know where the minor goes, what he/she does, or with whom, and have little or no influence in such matters.
- Significant family problems, illness, substance abuse, recent trauma, major financial problems, marital/family discord or other significant stresses.
- Criminal family members exerting a negative influence on the minor.
- Documented child abuse or neglect, dependent child status or recent petitions filed on the minor's behalf.

Substance abuse includes the use of alcohol or drugs by minors in any way but experimentation.

Delinquent Behavior:

- A stealing pattern

- A runaway pattern
- Gang member or associate
- Weapon possession/use
- Fights and assaults
- Truancy/SARB cases

Organization: The PO assigned to schools will be included in both the probation and school structure.

- The PO in schools will be supervised by a Supervising PO and assigned to specific school(s) or district.
- The Supervising PO and local school administrator will determine workload and activities.

PROGRAM DESCRIPTION

The seven JAIBG probation officers will continue their collaboration with the San Bernardino County Superintendent of Schools with assignments to school sites. The school probation officers identify students with behavior patterns that may place them at risk for future placement in the juvenile justice system. The probation officers provide intervention with the student's progress in school attendance and academic performance. They refer the juveniles to appropriate programs and services, often providing the service themselves, such as parenting classes and anger management. The school districts have general guidelines for the probation officers, but each district may have a unique duty, different than the others, dependent on the needs of their student body. The positive aspects of the program continue to be that some of the schools can indicate a reduction in violence on their campuses, an increase in school attendance, and improved grades and behavior from some of the students that have been identified.

Since 1997, when school-on-campus probation officers first began serving on campus, student suspension has declined. Because the presence of probation officers on our school campuses correlates with increased student attendance and a decrease in negative offender behaviors probation officers should be assigned to all school districts. At the very least, all high schools and middle schools should

have access to a probation officer working in an intervention capacity. During the first three quarters of the 2002 grant period, the seven JAIBG school probation officers had contact with over 6,600 students who were referred directly from school administrators or the Court.

Prior to the first JAIBG grant award, in an effort to address improved school safety, the Sheriff's Department collaborated with thirteen school sites to implement a student citation program. This program involved the training of fifty-two school administrators to cite students for misdemeanor violations such as fighting on campus and smoking tobacco products. The school districts have continued to collaborate with local law enforcement and systematically review the written citations and channel them to the juvenile traffic court. This program has resulted in a significant drop in school crime. Because the citation program has effectively reduced fighting and tobacco use on school campuses, it has been expanded to additional schools and includes more offenses.

IDENTIFIED PROGRAM PURPOSE AREAS

The San Bernardino County Regional Juvenile Crime Enforcement Coalition (RJCEC) has determined that the JAIBG grant awards funds will again be applied to the following program purpose areas: Purpose area Numbers: 2, 3, 7, and 11.

PROJECT GOALS

It is the intent of the RJCEC to once again utilize JAIBG funds to partially fund a supervising probation officer and a clerk to support the probation officers on campus, and combine funds contributed by the school districts to maintain the funding of seven full-time probation officers to support the Probation Officers on campus program. Additionally, the funding will continue to support a juvenile hearing officer and a legal procedure clerk to adjudicate growing number of juvenile citations.

- 1.0 Provide a Probation Officer (PO) on Campus to the School District.

The PO on School Campus Program will continue to provide a PO under contract to the School District from the County Probation Department. This PO will continue to make decisions regarding informal and formal probation status for student offenders.

Objective 1.1 PO on campus will serve as a liaison between the School, Juvenile Court and the juvenile offender to ensure student compliance with the court order, and will meet periodically with adjudicated Juvenile Court offender to ensure that the juvenile is aware of consequences of non-compliance of court order. **Program Purpose Areas 3 and 7.**

Output 1.1a Contact 6,500 students referred from court and school.

Objective 1.2 PO will report to the court on the status of student offender's compliance with the court order. **Program Purpose Area 3.**

Output 1.2.a Conduct 84 status conferences with school administrators.

2.0 Identify youth at-risk in schools at an earlier stage than is currently possible through the existing law enforcement system.

Objective 2.1 PO on campus will contact school identified at-risk youth.

Output 2.1.a Contact 2,800 pre-delinquent school identified youth.

3.0 Provide Training Opportunities for School Personnel

Provide in-service training for school personnel regarding the type of referrals to submit directly to the Probation Department and assist school personnel by reviewing the documentation. Specific training may be offered to school security/police, teachers, counselors and administrators. The training would be targeted to their needs and the type of cases they might contact within their particular role in the school.

Objective 3.1 PO's on campus will provide in-service training for school personnel in what types of referrals to submit directly to the Probation Department and assist school personnel by reviewing the documentation. Specific training will be offered to school security/police, teachers, counselors and administrators. The training will be targeted to their needs and the types of cases they might contact within their particular role in the school. **Program Purpose Areas 2 & 3.**

Output 3.1.a PO on campus will conduct one (1) in-service conference per semester within each

district.

4.0 Assess Referrals from School Administrators and Law Enforcement Agencies

Assess referrals from teachers and administrator on students that have demonstrated violent and negative behavior for whom traditional disciplinary measures have not been effective using the targeted youth guidelines.

Objective 4.1 Assess referrals from teachers and administrators on juvenile offenders who have demonstrated violent and negative behavior for whom traditional disciplinary measures have not been effective using the targeted youth guidelines. **Program Purpose Area 2.**

Output 4.1.a Conduct a total of 2500 referral assessments per year.

Objective 4.2 PO may refer student/family to counseling, parenting programs, anger management, gang intervention, substance abuse programs, conflict resolution programs, etc. **Program Purpose Area 7.**

Output 4.2.a Conduct a total of 975 of intervention referrals to programs.

General – Student Citation Program

This program empowers school administrators and security personnel to write citations for nine crimes (W&I Codes 256 and 257) that can be heard in Informal Juvenile Traffic Court. This has been accomplished through collaboration with the Sheriff's Office, school districts, Juvenile Court, County Counsel, District Attorney's Office and the Probation Department. In the updated, most recent phase of the program, 890 citations were heard in Juvenile Traffic Court, and 49 of those were CleanSWEEP citations. Disposition findings indicate that administrator-written citations enjoy a rate of conviction fully comparable to that achieved by professional peace officers (80-90%). While full data for the rounds of JAIBG has not been compiled, early indications have shown that the student citation program correlates with decreased crime and the suspension rates in many of the schools; the suspension rate in one school declined by 44%.

- Professional, in-depth instruction for selected school personnel is provided by the Sheriff's Department Operation CleanSWEEP in how to recognize the elements of nine crimes commonly committed on middle and high school campuses.
- CleanSWEEP participation continues to expand. The program is in more than 60 schools, in twelve districts. It is our intent to continue to expand this viable program. Although this program is not currently seeking funds under JAIBG, it is integral and complements the work of the juvenile hearing officer and the on-campus probation officers.
- A baseline was established prior to implementation of this program. Preliminary reports have indicated: 1) Calls for Service by law enforcement for participating schools in the first year were reduced by an average of 26%; they continue to be at lower than baseline levels; 2) expulsions declined initially at participating schools; and 3) suspensions also declined by 15% in participating schools, and continue to be at lower than baseline levels. We are confident that similar results can be achieved in other school districts that have not currently implemented the program.

Citation program activities include all of the following:

Purpose Area 2: A juvenile court hearing officer and legal procedures clerk will be maintained to continue to administer sanctions and write court orders to student offenders who have been cited for violations that fall under W&I codes 256 and 257.

Purpose Area 3: To provide additional court resources for the adjudication of student offender citations in a timely manner (30 days).

JAIBG JUVENILE CRIME ENFORCEMENT COALITION MEMBERSHIP

Applicant: County of San Bernardino

Implementing Agency (if applicable): Law & Justice Group

Project Title: San Bernardino County Juvenile Accountability Project V

Grant Number (to be entered by the Office of Criminal Justice Planning):

Provide the name, title, organization, address, and telephone number for each of the eight member categories below. **An appropriate designee must be listed, representing each agency category.**

Police

Name: Garrett Zimmon
Title: Police Chief
Organization: City of San Bernardino
Address: 701 North "D" Street
San Bernardino, CA 92418
Phone: (909) 384-6742

Sheriff

Name: Gary Penrod
Title: Sheriff
Organization: County of San Bernardino
Address: 655 East 3rd Street
San Bernardino, CA 92415
Phone: (909) 387-3669

Prosecutor

Name: Michael Ramos
Title: District Attorney
Organization: County of San Bernardino
Address: 316 North Mt. View
San Bernardino, CA 92415-0004
Phone: (909) 387-6603

Probation

Name: Raymond B. Wingerd
Title: Chief Probation Officer
Organization: County of San Bernardino
Address: 175 West Fifth Street
San Bernardino, CA 92415-0460
Phone: (909) 387-5693

Juvenile Court

Name: The Honorable A. Rex Victor
Title: Presiding Judge of the Juvenile Court
Organization: Superior Court
Address: 900 East Gilbert Street
San Bernardino, CA 92415-0942
Phone: (909) 387-7541

Schools

Name: Herbert R. Fischer, Ph.D.
Title: Superintendent of Schools
Organization: San Bernardino County Schools
Address: 601 North "E" Street
San Bernardino, CA 92410
Phone: (909) 387-4386

A. Community Service

Crime Prevention Organization

Title: Kent Paxton, Director
Organization: Children's Network
Address: 385 N. Arrowhead Avenue
San Bernardino, CA 92415-0049
Phone: (909) 387-8974

Business

Name: Sheryl Alexander
Title: Director
Organization: Community Foundation
Address: 3800 Orange Street, Ste. 230
Riverside, CA 92501
Phone: (909) 684-4194

Additional Members (optional)

Name:
Title:
Organization:
Address:
Phone:

Name:
Title:
Organization:
Address:
Phone:

San Bernardino County Juvenile Accountability Project IV Budget Narrative

Background:

The County of San Bernardino has formed a Regional Juvenile Crime Enforcement Coalition with the Law Enforcement Education Partnership (LEEP) of San Bernardino County functioning as the planning body for this coalition. This fourth JAIBG project is a continuation of the Juvenile Accountability project, which was funded under the previous rounds of JAIBG. The JAIBG allocations for all cities within San Bernardino County, with the exception of the City of San Bernardino, are being combined. The following local governmental entities have or will waive their JAIBG allocations in order to fund this program:

ADELANTO.....	\$5,249
BARSTOW.....	7,261
COLTON	10,039
CHINO.....	15,918
FONTANA	31,068
HESPERIA	7,639
HIGHLAND	5,112
MONTCLAIR.....	9,871
ONTARIO	46,965
RANCHO CUCAMONGA.....	14,946
REDLANDS	14,234
RIALTO	23,281
UPLAND	15,737
VICTORVILLE.....	<u>7,653</u>
TOTAL CITY ALLOCATIONS.....	\$214,973
SAN BERNARDINO COUNTY	<u>\$256,643</u>
TOTAL JAIBG ELIGIBILITY.....	<u>\$471,616</u>

In order to promote greater accountability in the juvenile justice system, LEEP has again proposed to follow the successful pattern originally developed under the Challenge Grant Program of placing probation officers on school district campuses. Under the previous JAIBG project, seven probation officers were placed at seven school districts. This program proposes to continue the same number of probation officers available on campus, but only request funding

under the grant for 6.1 full time equivalent on-campus probation officer positions. Since our combined JAIBG funding allocations are insufficient to fund the full seven probation officers, the seven participating school districts, in recognition of the value of this program, will collectively fund the match and pick-up the costs of a .5 FTE probation officer position in the renewal of their contract with the Probation Department. Each school district desiring a probation officer will agree to pay a fee toward the cost of the probation officer under this program. The combined fees from the seven districts will cover the match requirement of \$52,402 and an additional \$218,406 to fund the .5 FTE probation officer. In addition to providing seven probation officers on seven school campuses, a juvenile hearing officer and a legal procedures clerk will continue to be funded in order to provide for the adjudication of an increasing number of juvenile citations.

Since an increase in student attendance and a decrease in negative behavior has been demonstrated on those campuses with existing probation officers, the Regional Juvenile Crime Enforcement Commission (RJCEC) believes continuing the placement of seven probation officers in school districts from cities providing funding under this grant is highly desirable. Under this program, the juvenile hearing officer primarily addresses citations and other infractions and provides greater flexibility to the juvenile court by assisting other juvenile judicial officers on an as needed basis.

Once again, we have developed a plan for a viable program to promote greater accountability of juveniles, resulting from the potential leveraging of grant funds allocated to the cities within San Bernardino County, and matching revenues from school districts desiring to participate in this project.

BUDGET CATEGORY AND LINE-ITEM DETAIL	COST
A. Personal Services - Salaries/Employee Benefits	
A. Clerk II Salary 1 @ \$27,428 X .5 FTE Benefits 1 @ \$ 11,360 X .5 FTE <i>Assists the Supervisor Probation Officer with clerical duties regarding oversight of the Probation Officers on campus programs.</i>	\$13,714 \$ 5,680
B. Probation Officer II Salary 7 @ \$52,154 X 7 FTE Benefits 7 @ \$18,719 X 7 FTE Less amount that will be funded by 7 participating school districts. <i>Key personnel in the program, provide assistance to school officials, faculty, and students. Maintain accountability of juvenile offenders.</i>	\$365,078 \$131,033 (\$218,406)
Supervising Probation Officer Salary 1 @ \$71,808 X .5 FTE Benefits 1 @ \$24,070 X .5 FTE <i>Supervises probation officers on campus in this grant and another grant funded probation officers on campus.</i>	\$35,904 \$ 12,035
Juvenile Hearing Officer Salary 1 @ \$81,280 X 1 FTE Benefits 1 @ \$15,673 X 1 FTE <i>Adjudicates the increasing volume of juvenile citations resulting from this program, Cleansweep and others.</i>	\$81,280 \$15,673
Legal Procedures Clerk I Salary 1 @ \$39,055 X 1 FTE Benefits 1 @ \$10,212 X 1 FTE The amount that will be funded by county schools was arrived at as follows:	\$39,055
Total cost to San Bernardino County to operate program less amount received from OCJP (90% OF \$524,018) less 10% match required by OCJP (funded by school districts) additional amount funded by school districts Total funding from school districts	\$742,424.00 -\$471,616.00 -\$ 52,402.00 \$218,406.00 \$270,808.00
C. D. TOTAL	 \$491,258

BUDGET CATEGORY AND LINE-ITEM DETAIL					COST
B. Operating Expenses					
E. Office Supplies					
Clerk II	\$350	x	.50		\$175.00
Probation Officer II	\$239	x	7		\$1,673.00
Supervising Probation Officer	\$100	x	.50		\$50.00
Legal Procedures Clerk	\$1166	x	1		\$1,166.00
Juvenile Hearing Officer	\$1215	x	1		\$1,215.00
Probation Officer Vehicle Charges					
Vehicle Charges or Mileage Costs	\$3444	x	7		\$24,108.00
Telephone Service	\$390	x	3		\$1,170.00
Pagers	\$ 29	x	7		\$203.00
Training	\$500	x	2		\$1,000.00
In accordance with JAIBG general instructions, OCJP-sponsored training sessions are budgeted.					
Program Specific Audit					\$2,000.00
In accordance with OCJP requirements, a program specific audit will be conducted after completion of grant year.					
Justification:					
Office supply cost are estimates of the cost of consumable office supplies needed to support each position indicated for a full year. This also includes drug test kits.					
Vehicle Charges are based on motor pool costs and private mileage reimbursements.					
Telephone Cost are based on providing telephone service for 1 full-time legal procedures clerk, 1 hearing officer, ½ time Clerk II and ½ time Supervisor.					
Pager Charges are based on providing pager service for 7 full time equivalent probation officers on campus.					
TOTAL					\$32,760.00

THE APPLICATION APPENDIX

GOES HERE

No standard forms are provided for the Application Appendix.

See Instructions in Part II of this RFA for details.

JAIBG 2003 AWARD ALLOCATION WORKSHEET

1) Unit of Local Government Direct Grant Amount (A)\$ 256,643
(See Program Guidelines, Appendix A)

2) Additional Direct Grants received from other eligible recipients:
(See Program Guidelines, Appendix A. Use additional sheet if needed.)

City: <u>Adelanto</u>	Amount	\$ <u>5,249</u>
City: <u>Barstow</u>	Amount	\$ <u>7,261</u>
City: <u>Chino</u>	Amount	\$ <u>15,918</u>
City: <u>Colton</u>	Amount	\$ <u>10,039</u>
City: <u>Fontana</u>	Amount	\$ <u>31,068</u>
City: <u>Hesperia</u>	Amount	\$ <u>7,639</u>
City: <u>Highland</u>	Amount	\$ <u>5,112</u>
City: <u>Montclair</u>	Amount	\$ <u>9,871</u>
City: <u>Ontario</u>	Amount	\$ <u>46,965</u>
City: <u>Rancho Cucamonga</u>	Amount	\$ <u>14,946</u>
City: <u>Redlands</u>	Amount	\$ <u>14,234</u>
City: <u>Rialto</u>	Amount	\$ <u>23,281</u>
City: <u>Upland</u>	Amount	\$ <u>15,737</u>
City: <u>Victorville</u>	Amount	\$ <u>7,653</u>

Total amount received from other recipients (B)\$ 214,973

3) Total Amount of Federal Award (Calculation A + Calculation B above) (C)\$ 471,616
If you are applying funds toward construction of a Permanent Juvenile Correctional Facility (PJCF) then use the alternate calculation found in the box on page two for items 4 & 5 below:

4) Total Project Cost [(Calculation C x 10) ÷ 9] Round to the nearest whole dollar (D)\$ 524,018

5) Cash Match (Calculation D – Calculation C) (E)\$ 52,402

6) Administrative Costs to be Charged to Grant (F)\$ 0

7) Total Funds Available for Program Purpose Areas (G)\$ 524,018
(Calculation D – Calculation F)

8) Amount Funded to Program Purpose Areas 3-9:	3	is	\$ <u>131,005</u>
	4	is	\$ _____
	5	is	\$ _____
	6	is	\$ _____
	7	is	\$ <u>131,004</u>
	8	is	\$ _____
	9	is	\$ _____

Total Amount Funded in Program Purpose Areas 3-9 (H)\$ 262,009

JAIBG 2003 AWARD ALLOCATION WORKSHEET

9) Minimum Funds Required in Program Purpose Areas 3-9 (I) \$ 235,807
(Calculation **G** x .45)

Is Calculation **H** equal to, or greater than Calculation **I**? Yes ☒ No ☐

If not, is a waiver to spend funds differently included? Yes ☐ No ☐

10) Amount Funded to Program Purpose Areas 1,2 and 10: 1 is \$ _____
2 is \$ 131,004.50
10 is \$ 131,004.50

Total Amount Funded in Program Purpose Areas 1,2 and 10 (J) \$ 262,009

11) Minimum Funds Required in Program Purpose Areas 1,2 and 10 (K) \$ 183,405
(Calculation **G** x .35)

Is Calculation **J** equal to, or greater than Calculation **K**? Yes ☒ No ☐

If not, is a waiver to spend funds differently included? Yes ☐ No ☐

12) Amount Funded to Program Purpose Areas 11 and 12:
11 is \$ _____
12 is \$ _____

Total Amount Funded in Program Purpose Areas 11 and 12 (L) \$ 0

13) Total of all Allocated Funds (Calculation **F** + **H** + **J** + **L**) (M) \$ 524,018

14) Does Calculation **M**, Total of Allocated Funds, equal Calculation **D**, Total Project Cost?
Yes ☒ No ☐ (If "no", there is an error in one of the calculations that must be corrected)

Only use the alternate calculations below for Items 4 & 5, if you are using grant funds for the construction of Permanent Juvenile Correctional Facilities (PJCF). A definition for a PJCF is included in Program Guidelines, Section 6.

4. Alternate Calculation for Total Project Cost

$$\left[\left(\left(\left(\text{Calculation C} - \text{Amount of Federal Funds for PJCF} \right) \times 10 \right) \div 9 \right) \right] + \left[2 \times \text{Amount of Federal Funds for PJCF} \right]$$

(D) \$ _____

5. Alternate Calculation for Cash Match

$$\left[\left(\left(\left(\text{Calculation C} - \text{Amount of Federal Funds for PJCF} \right) \times 10 \right) \div 9 \right) \right] - \left[\text{Calculation C} - \text{Amount of Federal Funds for PJCF} \right] + \text{Amount of Federal Funds for PJCF}$$

(E) \$ _____

**FY 2003 JUVENILE ACCOUNTABILITY INCENTIVE BLOCK GRANT (JAIBG)
PROGRESS REPORT**

OFFICE OF CRIMINAL JUSTICE PLANNING
ATTENTION: GRANTS CONTROL
1130 K STREET, SUITE LL60
(916) 324-9124

Following the instructions, please provide the information as indicated.

SUBMIT TWO (2) COPIES OF THE REPORT TO THE ABOVE ADDRESS:

Project Title: San Bernardino County Juvenile Accountability Project V Grant Award #: _____

Grantee: County of San Bernardino Law & Justice Group Grant Period: June 30, 2003 through June 29, 2004

Address: 316 North Mt. View, San Bernardino, CA 92415-0004 Report Period: _____

Report Prepared By: Sue Morales Title: Project Director
(Relationship to Project)

Telephone: (909) 387-6765

REPORT

- | | |
|--------------------------------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> 90-day Status Report: Due October 30, 2003 | Narrative/statistical report to cover first 3 months of operation. |
| <input type="checkbox"/> 2 nd Progress Report: Due January 30, 2004 | Narrative/statistical report covering first 6 months of operation. |
| <input type="checkbox"/> 3 rd Progress Report: Due April 30, 2004 | Narrative/statistical report covering first 9 months of operation. |
| <input type="checkbox"/> FINAL/4th Progress Report: Due July 30, 2004 | Narrative/ statistical report covering entire grant period. |
- If equipment was purchased during the grant period, submit "Use of Certification" OCJP-074 Appendix B of the Grantee Handbook with final Progress Report.
- ☐ Extension Report: Due 30 days after closure of any extension period. Do only if initial grant period is extended.

BUDGET

☐ YES ☐ NO **Are grant funds being expended in accordance with the Grant Award Agreement?**
(If not, please explain)

- | | |
|---------------------------------------|----------|
| 1. Total Grant Award: | \$ _____ |
| 2. Total funds Expended to date: | \$ _____ |
| 3. Total encumbered but not paid for: | \$ _____ |
| 4. Total Grant balance: | \$ _____ |

I CERTIFY THAT THIS REPORT IS ACCURATE AND IN ACCORDANCE WITH OCJP POLICIES AND PROCEDURES.

_____ Signature - Project Director	_____ Title	_____ Date
---------------------------------------	----------------	---------------

FOR OCJP USE ONLY:

- ☐ Report accepted as submitted.
☐ Report NOT accepted as submitted.
☐ See attached comments.

Report reviewed by: _____ Program Specialist	_____ Date
-------------------------------------------------	---------------

**FY 2003 JUVENILE ACCOUNTABILITY INCENTIVE BLOCK GRANT (JAIBG)
PROGRESS REPORT**

PERSONNEL

Positions Authorized in Grant Award Agreement (Please attach additional pages as needed):

Name of Staff	Title	% Grant Funded
---------------	-------	----------------

1.

2.

3.

4.

- | | | |
|------------------------------|-----------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | Have all grant-funded positions been filled?
If NO, please explain below. |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | Have any of the job duties, as detailed in the Grant Award Agreement, changed.
If YES, please explain below. |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | Are there any personnel issues which may affect the project objectives and activities.
If YES, please explain below. |

EQUIPMENT

Equipment initially authorized in the grant award agreement should be ordered within the first four months so that it can be placed in service during the grant period (Grantee Handbook section 2320). If your equipment purchases exceeds the space below, please attach a separate sheet to this report. Please detail any problems encountered in ordering/receiving grant equipment.

- | | | |
|------------------------------|-----------------------------|--------------------------------------------------------------------------------------|
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | If the Grant Award allows for equipment purchases, has any equipment been purchased? |
| <input type="checkbox"/> N/A | | If YES, please detail below: |

Equipment	Cost	Date Ordered/ Received	State Equipment Tag # Affixed (Yes or No)
1.			
2.			
3.			
4.			
5.			

TECHNICAL ASSISTANCE

To assist the project in appropriate implementation of the grant award (programmatic and/or administrative), technical assistance can be provided by your Program Specialist. Projects may request Technical Assistance at any time during the year.

- | | | |
|------------------------------|-----------------------------|------------------------------------------------------|
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | Please indicate if Technical Assistance is requested |
|------------------------------|-----------------------------|------------------------------------------------------|
-

FY 2003 JUVENILE ACCOUNTABILITY INCENTIVE BLOCK GRANT (JAIBG)
PROGRESS REPORT

NARRATIVE

Please provide a detailed narrative covering, at a minimum, the following areas for the appropriate reporting period.
Do not provide any confidential information, as this is a public document.

STATUS REPORT (Due October 30, 2003)

- List any problems the project is experiencing in the transition into the new grant year. If the project has implemented a new program title or selected new target areas, discuss any problems and/or experiences in implementation.
- From the Coordinated Enforcement Plan, list in order the project's goals, objectives, activities and performance measures with the corresponding output or outcome measure (accomplishments) for the first quarter.
- Discuss those objectives which have not been implemented, why, and what steps will be taken to complete implementation.
- Describe the project's source documentation designed to track the project's statistical information (i.e. each component's tracking forms and statistical summary forms).
- Identify any specific section of the Grant Award that may need to be modified prior to the first progress report (i.e. budget changes due to staff changes, equipment changes, or modifications to program objectives). A budget modification form (OCJP 223) must be submitted to formally amend the Grant Award.

SECOND PROGRESS REPORT (Due January 30, 2004)

- Discuss any problems and/or changes the project has experienced in meeting the terms of the Grant Award Agreement during the first six months of the grant period.
- Discuss those objectives which have not been implemented, why, and what steps will be taken to complete implementation.
- From the Coordinated Enforcement Plan, list in order the project's goals, objectives, activities and performance measures with the corresponding output or outcome measure (accomplishments) for the second quarter.

THIRD PROGRESS REPORT (Due April 30, 2004)

- Discuss any problems and/or changes the project has experienced in meeting the terms of the Grant Award Agreement during the first nine months of the grant period.
- Discuss those objectives that have not been implemented, why, and what steps will be taken to complete implementation.
- From the Coordinated Enforcement Plan, list in order the project's goals, objectives, activities and performance measures with the corresponding output or outcome measure (accomplishments) for the third quarter.

FINAL/FOURTH PROGRESS REPORT (Due July 30, 2004)

- Discuss the impact the project has had on the problems identified in the project's problem statement according to the Grant Award Agreement.
- Specifically address activities and accomplishments for the entire 12-month grant period.
- From the Coordinated Enforcement Plan, list in order the project's goals, objectives, activities and performance measures with the corresponding output or outcome measure (accomplishments) for the fourth quarter.

**FY 2003 JUVENILE ACCOUNTABILITY INCENTIVE BLOCK GRANT (JAIBG)
PROGRESS REPORT**

Project Title: San Bernardino County Juvenile Accountability Project V
Project Goal: Provide a probation officer on campus to the participating school district.

State Objective 1 as listed in grant award:
(List Output Measure(s) as listed in grant award:

<u>Projected Number</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>Total to Date</u>

List Outcome Measure(s) as listed
in the grant award and provide
information to date as to what
has been achieved:

NARRATIVE

State Objective 2 as listed in grant award:
(List Output Measure(s) as listed in grant award):

<u>Projected Number</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>Total to Date</u>

List Outcome Measure(s) as listed
in the grant award and provide
information to date as to what
has been achieved:

NARRATIVE

***Copy this page and attach to list additional objectives and measures stated in the grant award agreement.**

SAMPLE OPERATIONAL AGREEMENT

This Operational Agreement stands as evidence that the _____ (applicant agency) and the _____ (agency) intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in _____ (jurisdiction). Both agencies believe that implementation of the _____ proposal, as described herein will further this goal. To this end, each agency agrees to participate in the program, if selected for funding, by coordinating/providing the following services:

1. The _____ (applicant agency) project will closely coordinate the following services with the _____ (agency) through:

- Project staff being readily available to _____ (agency) for service provision through _____ (describe arrangements with the agency);
- Regularly scheduled meetings _____ (how often) between _____ (persons/positions) to discuss strategies, time tables and implementation of mandated services.

* Specifically:

* List specific activities that will be undertaken between the two agencies or other specifics of the agreement.

We, the undersigned, as authorized representatives of _____ (applicant agency) and _____ (agency), do hereby approve this document.

For _____

For _____

Date _____

Date _____

ADDITIONAL SIGNATURE AUTHORIZATION

Grant Award #: _____

Applicant: County of San Bernardino

Project Title: San Bernardino County Juvenile Accountability Project V

Grant Period: June 30, 2003 to June 29, 2004

The following persons are authorized to sign for:

Project Director

Financial Officer

Signature

Signature

Name

Name

Signature

Signature

Name

Name

Signature

Signature

Name

Name

Signature

Signature

Name

Name

Signature

Signature

Name

Name

Approved By:

Project Director: _____

Date

Financial Officer: _____

Date

Regional/Local

Planning Director: _____

**GOVERNOR'S OFFICE OF CRIMINAL JUSTICE PLANNING (OCJP)
JUVENILE ACCOUNTABILITY INCENTIVE BLOCK GRANT
JAIBG 2003**

PART III - FORMS

**Request for Applications (RFA)
Checklist and Required Sequence**

This checklist is provided to assist the applicant in ensuring that a complete application is submitted to OCJP. When completed, the **original (with signatures)** and **two copies** of the application should be comprised of the following components:

- ☐ APPLICATION COVER SHEET
- ☐ GRANT AWARD FACE SHEET – Signed by the official authorized to enter into Grant Award Agreement.
- ☐ PROJECT SERVICE AREA INFORMATION
- ☐ PROJECT CONTACT INFORMATION
- ☐ CERTIFICATE OF ASSURANCE OF COMPLIANCE – See description under Part IV: Additional Information; B(2). Finalizing the Grant Award Agreement
- ☐ WAIVERS from Units of Local Government releasing their direct award (if needed)
- ☐ PROJECT NARRATIVE
 - JAIBG Coordinated Enforcement Plan Summary (see Instructions and Forms)
 - Coordinated Enforcement Plan Narrative- Includes: Problem Statement, Plan, Implementation and Justification for Waiver of Minimum Percentages (see Instructions)
 - JAIBG Juvenile Crime Enforcement Coalition Membership Roster (see Program Guidelines and Forms)
- ☐ PROJECT BUDGET
 - Budget Narrative
 - Budget Forms - OCJP A303a, A303b, A303c
- ☐ APPLICATION APPENDIX
 - JAIBG 2003 Award Allocation Worksheet (see Instructions and Forms)
 - JAIBG FY 2003 Progress Report (see Instructions and Forms)
 - Operational Agreements (see Instructions and Forms)
 - Additional Signature Authorization (see Instructions and Forms)
 - Computer Purchase Procedures (see Grantee Handbook, Section 2340)
 - Sole/Single Source Information (see Grantee Handbook, Section 4500)
 - Motorized Vehicle Justification (see Grantee Handbook, Section 2330)